



News & Photo Request

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| TO: Cole Posey CC: Amy Maison From: | Director of Marketing and Public Relations VP of Institutional Advancement, Marketing, and PR |
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Please prepare a news release or take a photo of the following:

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| Who: |
| What: |
| When: |
| Where: |

Give a description (one paragraph) describing the Event:

Date article/photo should be released to media: (please give at least two weeks notice if possible.)

Are you providing a photo? Yes No

If not, do you request marketing to take a photo? Yes No

If so, when and where will it be convenient to take a photo?

**For pinnings please have students meet 30 minutes early for photos.*

Who & What do you want in the photo?

Check publications and/or news media where article and/or photo should be sent. Please include contact information of professional publications if not listed below:

- Cairo Messenger Camilla Enterprise/Pelham Journal Moultrie Observer
- Thomasville Times Enterprise Tifton Gazette WorthIt2U (Worth County)
- The Wiregrass Farmer Sylvester Local WCTV WALB WFXL

Marketing Response

- Will Attend Event
- Additional Information Needed
- Will Not Cover the Event

Information needed OR instructions if a staff member is unable to attend event: